



SOLANO COUNTY TRANSIT
Board Minutes for Meeting of
July 21, 2011

I CALL TO ORDER

Chair Davis called the meeting of the SolTrans Board to order at 4:10 pm. A quorum was confirmed.

MEMBERS

PRESENT:	Osby Davis, Mayor	City of Vallejo, Chair
	Stephanie Gomes, Alternate Board Member	City of Vallejo
	Elizabeth Patterson, Mayor	City of Benicia, Vice Chair
	Mike Ioakimedes, Councilmember	City of Benicia
	Jim Spering, Supervisor, County of Solano	MTC Representative
	Harry Price, Mayor, City of Fairfield	Ex-Officio – STA Representative

MEMBERS ABSENT:	Erin Hannigan, Councilmember	City of Vallejo
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STAFF

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Greg Anderson	City of Vallejo
	Bernadette Curry	SolTrans Legal Counsel
	Suzanne Fredriksen	SolTrans Administrative Assistant
	Daryl Halls	STA Executive Director
	John Harris	STA Project Manager - Consultant
	Jim McElroy	SolTrans Interim Executive Director
	Liz Niedziela	STA Transit Manager
	Rob Sousa	City of Benicia
	Nancy Whelan	STA Transit Finance Consultant
	Jeanine Wooley	City of Vallejo

OTHERS

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Derik Calhoun	MV Transportation
	Michael Eshleman	Moore & Associates
	Jackie Lane	MV Transportation
	Heather Orr-Martinez	Page Design

II. CONFIRM QUORUM/STATEMENT OF CONFLICT

A quorum was confirmed by Chair Davis. There was no Statement of Conflict declared at this time.

III. APPROVAL OF AGENDA

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the SolTrans Board approved the agenda.

IV. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

V. COMMENTS FROM STAFF:

- 1. Report from the Executive Director**
- 2. July Transitional Progress Report**
- 3. Operations Report**

Jim McElroy
John Harris
Jeanine Wooley

VI. CONSENT CALENDAR

On a motion by Vice Chair Patterson and a second by Board Member Spering, the SolTrans Board approved Consent Calendar Item A.

A. Meeting Minutes of June 16, 2011

Recommendation:

Approve the meeting minutes of June 16, 2011.

VII. ADMINISTRATIVE/FINANCE

A. SolTrans Logo and Branding Recommendation

Jim McElroy introduced the members of the SolTrans Marketing Subcommittee, and requested that they speak on the work conducted in producing the logo recommendation. On behalf of the subcommittee, Board Member Spering noted that there was a general consensus among the members in favor of the proposed SolTrans logo. Vice Chair Patterson added that the survey data which was distributed to all the Board members was studied and utilized by designers in the development process.

Heather Orr-Martinez, Page Design Group, presented a new organizational logo selected by the SolTrans Marketing Subcommittee which met in June 2011. She noted that the proposed SolTrans logo is in response to the organization's branding needs as identified by both Board members and member agencies after the recent formation of SolTrans. She outlined the logo development process, which was based upon Board member survey input, with regards to desired logo attributes. She also provided an overview of the design and development phases to commence once a logo is selected.

Public Comments:

None presented.

Board Comments:

Chair Davis indicated that he was in favor of the design, particularly the way it appears on the buses. He stated that the logo not only draws attention, but creates a positive feeling.

Recommendation:

Approve SolTrans Marketing Subcommittee's recommendation for SolTrans logo.

On a motion by Board Member Spering, and a second by Board Member Patterson, the SolTrans Board unanimously approved the recommendation.

B. Application for Insurance Services

Bernadette Curry, SolTrans Legal Counsel, addressed SolTrans' expected need for its own insurance to cover the exposure associated with the risk of operations. She noted that SolTrans' insurance coverage is currently being provided through the provision of services contract with MV Transportation. She recommended that an evaluation be conducted to determine the most cost effective, yet sufficient coverage available. In consultation with the County's Risk Manager, she announced that staff will begin the process of applying for insurance coverage then return to the Board with recommendations for next steps once quotes are received.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Informational.

C. Planned Procurements

Greg Anderson, City of Vallejo, addressed SolTrans' requirement to issue new contracts or assume current contracts associated with operation of the transit system for the cities of Benicia and Vallejo. He outlined the following initial agreements that will need to be procured to provide these services:

1. Armored Car Services
2. Janitorial Services
3. Facilities Maintenance Services
4. Audit Services
5. Information Technology Consulting and Services
6. Fuel Contract

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson requested that the anticipated local preference policy be applied as fuel contract offers are solicited from various suppliers.

Jim McElroy highlighted the need to be very cognizant of federal regulations, but noted that should not prevent staff from coming back to the Board with a local preference policy.

Board Member Ioakimedes requested information on the timeframe for no longer needing currency exchange, toll passes, or credit cards for buses.

Jim McElroy announced that he would be attending a meeting on the Clipper program next week, which addresses this advancement. He will provide a report to the Board members prior to the next Board meeting.

Recommendation:
Informational.

VIII. PLANNING AND OPERATIONS

A. Short Range Transit Plan (SRTP)

1. SRTP Status Report

2. 5-Year Financial Projections

3. Schedule August 2011 Board Workshop

Jim McElroy, SolTrans Interim Executive Director, cited that SolTrans has engaged a consultant to create a SRTP to project the deployment of services within expected financial boundaries over the next five years. He introduced Michael Eshleman, Senior Planner for Moore & Associates. Michael presented an overview of data collection and analysis that was conducted.

Nancy Whelan, SolTrans Chief Financial Officer, noted the savings attained by consolidation. In addition, she defined SolTrans' immediate financial challenges including the root causes.

Jim McElroy proposed that in lieu of the August 2011 SolTrans Board meeting, a Board Workshop be held to discuss the SRTP. The main purpose for the workshop is for the Board to provide direction to staff and consultants on the focus, parameters, and outcomes from the SRTP process.

Public Comments:

None presented.

Board Comments:

Board Member Spering asked whether the SRTP would be financially constrained, and if so, would it eventually offer options for the future that would not be constrained.

Jim McElroy responded and confirmed that the SRTP would be constrained within the expected or identified revenue sources currently available. However, he noted that it would also set priorities for future expansion, in the event that additional revenues become available.

Chair Davis requested information on the causes for cost growth spiking higher than revenue growth.

Nancy Whelan responded and stated that fuel costs, along with some growth in service contract costs, are contributing factors.

Jim McElroy cited that he did not see a particularly extraordinary change in costs, due to the consolidation savings. He added that the primary causes of the change are the service cuts in 2007 and the erosion in local government revenues over the past several years.

Chair Davis asked whether the hybrids that are being put into operation were projected into the fuel costs.

Nancy Whelan responded and stated that the 21 hybrids being put into operation were included in the projections. She added that greater efficiency could be realized to the extent that additional hybrids are introduced.

Chair Davis asked about the length of the current operations contracts.

Jim McElroy responded and indicated that they are one year contracts, and that decisions will be made soon concerning whether to go out to bid or to seek an extension with MV.

Vice Chair Patterson suggested that substantial increase in ridership could be realized by exploring restoration routes, new routes, and rearranging routes with low ridership. She noted that developing a direct route to the Vallejo campus, would significantly benefit Benicia, while helping solve the pain of reducing a route to Benicia with low ridership.

Michael Eshleman stated that the low percentage of anticipated revenue growth does not anticipate changes in ridership based upon improved services. He noted that during the S RTP process, revisions can be made to those assumptions regarding growth in fairway revenue depending upon the forecast for increased ridership as a result of improvements.

Vice Chair Patterson commented on the substantial decrease in ridership in Vallejo due to route changes.

Jeanine Wooley confirmed that the decrease was a result of connectivity and reliability issues. However, she noted that amenities are key to ridership and there are a number of valuable amenities being added, including the beautiful new transit center, the incorporation of new vehicles, and the replacement of bus shelters throughout the city.

Vice Chair Patterson also requested a comparison with industry standard for overhead and asked about choices for other services in order to protect our costs.

Nancy Whelan clarified that the overhead rates presented were associated with the interim agreement to Vallejo. She added that once those contracts are assumed and staffing is in place, those services will no longer be needed.

Jim McElroy also mentioned that he is open to renegotiating some of the City of Vallejo's rates and that a primary focus is to minimize outside services and the high overhead that's associated.

Board Member Ioakimedes requested information on how the fuel costs were calculated in the five year forecast. He also suggested including the expected percentage of budget increase per every 10 cent fuel cost increase.

Nancy Whelan stated that fuel costs were escalated at 3% in the SRTP. She also agreed that the budget increase percentage based on fuel cost increases should be included.

Recommendation:

Accept staff report on Short Range Transit Plan and set the August 2011 regular board meeting to focus as a workshop on the Short Range Transit Plan process.

By consensus, the SolTrans Board approved the recommendation.

IX. BOARD MEMBER COMMENTS

Vice Chair Patterson requested that an item be added to the September or October agenda that addresses the meeting time. She highlighted the importance of engaging the public as SolTrans grows and noted that it is difficult for ridership of regional buses to attend a 4 o'clock meeting. She requested this item be open for discussion, advisement, and suggestions.

X. ADJOURNMENT

The meeting was adjourned at 5:20 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, August 18, 2011, 4:00 p.m., Vallejo Council Chambers.**

Attested by:



Suzanne Fredriksen
Interim Clerk of the Board

8/1/2011

Date